

OFFICE OF MANAGEMENT AND BUDGET

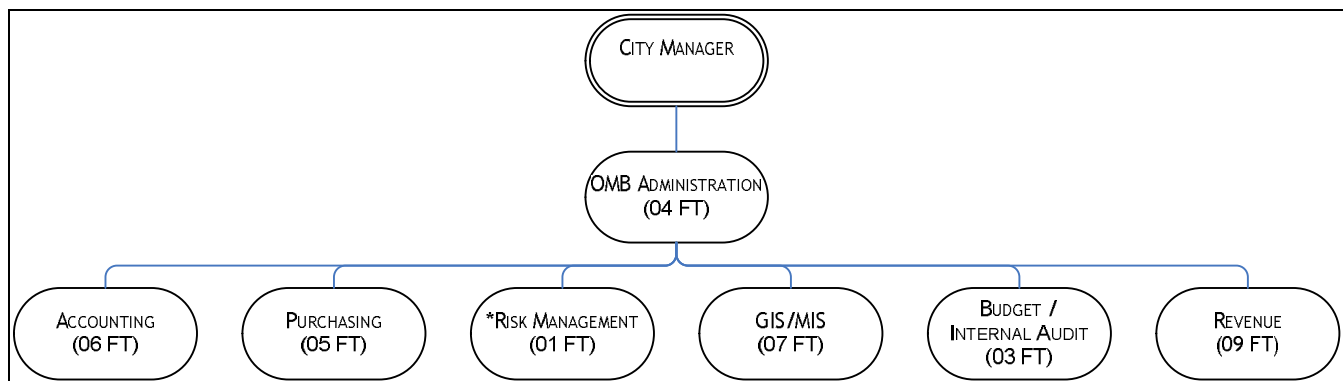
Mission Statement

It is the mission of the Office of Management and Budget to provide comprehensive financial management services to City Council, employees, and citizens in order to promote fiscal accountability, enhance public services, and ensure accurate financial reporting consistent with governmental standards and regulations.

OFFICE OF MANAGEMENT AND BUDGET OVERVIEW

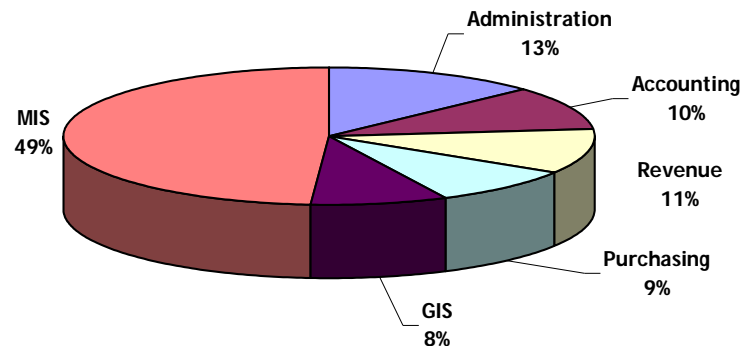
The Office of Management and Budget (OMB), formerly the Finance Department, was created in FY 2005-06. Included in OMB are Accounting, Purchasing, Risk Management, Budget, Geographic Information Systems (GIS), Management Information Systems (MIS), Internal Audit, Revenue, and administration of the outsourced management contract for the Carolina First Center. Details on Risk Management can be found in Chapter D - Internal Service Funds, and the Carolina First Center budget can be found in Chapter F - Enterprise Funds.

Reporting responsibilities include updating fiscal conditions, identifying related trends, and evaluating alternative revenue sources to support operations and capital improvements. Administrative support is also provided to the Accommodations Tax Advisory Committee.



**Risk Management is an internal service fund and not included in the total OMB position count.*

FY 2008-09 OFFICE OF MANAGEMENT AND BUDGET OPERATING BUDGET \$5,020,495



OFFICE OF MANAGEMENT AND BUDGET FY 2008-09 OPERATING BUDGET SUMMARY					
	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget	% Change FY09 - FY08
<u>Divisions</u>					
Administration Division	\$ 836,535	813,883	926,720	653,765	-29.5%
Accounting Division	670,283	656,829	713,993	521,420	-27.0%
Revenue Division	0	0	0	527,188	100.0%
Purchasing Division	215,333	210,101	421,525	440,822	4.6%
Geographic Information Systems (GIS)	350,705	382,340	380,028	416,319	9.5%
Management Information Systems (MIS)	2,106,838	2,358,352	2,283,959	2,460,981	7.8%
TOTAL	\$ 4,179,694	4,421,505	4,726,225	5,020,495	6.2%
<u>Expenditure Category</u>					
Personnel Services	\$ 1,851,172	1,852,151	2,313,964	2,406,918	4.0%
Operating Expenditures	2,015,145	2,019,031	2,017,894	2,234,188	10.7%
Risk Charges	25,406	9,369	32,385	40,460	24.9%
Capital Outlay	287,971	540,954	361,982	338,929	-6.4%
TOTAL EXP. BY CATEGORY	\$ 4,179,694	4,421,505	4,726,225	5,020,495	6.2%

(OFFICE OF MANAGEMENT AND BUDGET OPERATING BUDGET SUMMARY CONTINUED)

	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
<u>Authorized Staffing</u>				
Administration Division	11	12	13	7
Accounting Division	10	10	9	6
Revenue Division	0	0	0	9
Purchasing Division	3	3	5	5
Management Information Systems (MIS)	0	0	2	2
Geographic Information Systems (GIS)	5	5	5	5
TOTAL STAFFING	29	30	34	34

ADMINISTRATION DIVISION

The Office of Management and Budget Administration Division includes the functions of internal audit, budget administration, grant administration, and Carolina First Center contract administration.

The Budget Office prepares the City's operating budget, monitors expenditures to help ensure compliance with appropriated funding levels, compiles a revenue manual, prepares the capital improvement program, develops the use of output and outcome indicators to evaluate the efficiency and effectiveness of City operations, and prepares operating and capital budget status reports. The internal audit function conducts financial compliance audits that examine the adequacy and effectiveness of financial and operational controls, determine the extent of compliance with established policies and procedures, and recommends improvements.

ADMINISTRATION				
	2005-06	2006-07	2007-08	2008-09
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
EXPENDITURES				
Personnel Services	\$732,988	\$736,581	\$843,676	\$592,347
Operating Expenditures	96,105	75,115	69,600	49,458
Risk Charges	7,442	2,187	13,444	11,960
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$836,535	\$813,883	\$926,720	\$653,765
STAFFING				
Administration	5	5	4	4
Business Licenses	4	5	6	0
Budget / Internal Audit	2	2	3	3
TOTAL STAFFING	11	12	13	7

FY 2008-09 BUDGET HIGHLIGHTS

The Administration budget decreases 29.5% from the FY 2007-08 Adopted Budget and reflects:

- Funding for the business license positions is moved to the Revenue Division.

(ADMINISTRATION CONTINUED)

STRATEGIC INITIATIVES

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Issue the operating budget, capital improvement budget, annual financial report, revenue manual, and long-term debt report within the applicable time frames.	<input checked="" type="checkbox"/>	
Coordinate audits of selected areas based on a formalized assessment of priorities for financial compliance and operational controls.	<input checked="" type="checkbox"/>	
Apply for, and receive, the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).	<input checked="" type="checkbox"/>	
Develop and maintain a comprehensive policies and procedures manual for OMB and other Department users.	<input checked="" type="checkbox"/>	
Develop additional service level indicators in City operations which have the greatest opportunity for associating output (quantitative) indicators with outcome (qualitative) indicators.	<input checked="" type="checkbox"/>	

ACCOUNTING DIVISION

The Accounting Division ensures accurate maintenance of the City's general accounting records in accordance with local, state, and federal regulations; prepares over 22,000 payroll checks and maintains individual earnings records; prepares approximately 15,600 accounts payable checks; maintains the City's fixed asset inventory records; monitors cash flow and invests City funds as appropriate; provides financial information to the City Manager and operating departments; and prepares the Comprehensive Annual Financial Report (CAFR).

ACCOUNTING DIVISION				
	2005-06	2006-07	2007-08	2008-09
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
EXPENDITURES				
Personnel Services	\$587,024	\$575,551	\$629,149	\$430,275
Operating Expenditures	74,393	77,744	75,000	72,956
Risk Charges	8,866	3,534	9,844	18,189
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$670,283	\$656,829	\$713,993	\$521,420
STAFFING				
Administration	1	1	1	1
Accounting	8	8	7	5
Analysis	1	1	1	0
TOTAL STAFFING	10	10	9	6

FY 2008-09 BUDGET HIGHLIGHTS

The Accounting Division budget decreases 27.0% from the FY 2007-08 Adopted Budget and reflects:

- \$51,170 is allocated for the City's annual audit.
- Funding for the three revenue positions is moved to the Revenue Division.

STRATEGIC INITIATIVES

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Focus on strong treasury management to ensure the safety of the public's funds, cash liquidity, timely payments, and maintaining a good credit rating.	<input checked="" type="checkbox"/>	
Receive the GFOA's Certificate of Achievement for the CAFR.		<input checked="" type="checkbox"/>
Provide accurate and timely financial reports.	<input checked="" type="checkbox"/>	

REVENUE DIVISION

The Revenue Division is formed in FY 2008-09 and includes positions that were previously in the Administration Division and the Accounting Division. The Revenue Division is responsible for the administration and collection of Business Licenses and the Hospitality Tax including renewals, conducting field inspections, and auditing financial records to ensure proper compliance with City code. The division is also responsible for other revenue billings and collections.

REVENUE DIVISION				
	2005-06	2006-07	2007-08	2008-09
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
EXPENDITURES				
Personnel Services	\$0	\$0	\$0	\$495,518
Operating Expenditures	0	0	0	31,670
Risk Charges	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$527,188
STAFFING				
Administration	0	0	0	1
Business Licenses	0	0	0	4
Accounting	0	0	0	4
TOTAL STAFFING	0	0	0	9

FY 2008-09 BUDGET HIGHLIGHTS

The Revenue Division is created in FY 2008-09 and reflects:

- Funding for the business license positions is moved to the Revenue Division from the Administration Division.
- Funding for the three revenue positions is moved to the Revenue Division from the Accounting Division.

STRATEGIC INITIATIVES

Growing Economy with Entrepreneurial Spirit	Ongoing Initiative	FY 08-09 Initiative
Provide timely administration and collection of the City's Business License ordinance.	<input checked="" type="checkbox"/>	
Ensure timely collection of the City's other revenue categories.	<input checked="" type="checkbox"/>	

PURCHASING DIVISION

Purchasing is responsible for procuring materials, services, and equipment at the lowest possible cost consistent with quality and quantity demands; disposing of confiscated, salvaged, and obsolete material and equipment on a timely basis; and supporting a system of accountability for fixed assets, materials, equipment, and supplies. Purchasing evaluates and updates/reissues existing City service contracts, including those for uniforms, office supplies, and radio communications. Finally, this division is responsible for records management and mail service for the City.

PURCHASING DIVISION				
	2005-06 <u>Actual</u>	2006-07 <u>Actual</u>	2007-08 <u>Budget</u>	2008-09 <u>Budget</u>
EXPENDITURES				
Personnel Services	\$205,327	\$202,692	\$295,351	\$313,969
Operating Expenditures	6,403	5,964	122,800	122,800
Risk Charges	3,603	1,445	3,374	4,053
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$215,333	\$210,101	\$421,525	\$440,822
STAFFING				
Fiscal Support Admin.	1	1	1	1
Records Manager	0	0	1	1
Records/Mail Clerk	0	0	1	1
Buyer	2	2	2	2
TOTAL STAFFING	3	3	5	5

FY 2008-09 BUDGET HIGHLIGHTS

The Purchasing Division budget increases 4.6% over the FY 2007-08 Adopted Budget.

STRATEGIC INITIATIVES

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Update and improve procurement and contract policies and procedures.	<input checked="" type="checkbox"/>	
Continue efforts to develop and nurture minority and woman-owned businesses as defined in the City's M/WBE policy.	<input checked="" type="checkbox"/>	

MANAGEMENT INFORMATION SYSTEMS (MIS)

The Management Information Systems (MIS) Division recommends, implements, and supports technology that enables City departments to provide superior services to constituents. The Division works collaboratively with customers to understand and respond to the business needs of the organization and utilizes technology tools that are reliable, secure, and effective. The City has contracted for specific, performance-level defined outsourced computer services by Advanced Technology Services (ATS), including help desk, network administration, and desktop services.

MANAGEMENT INFORMATION SYSTEMS (MIS)				
	2005-06	2006-07	2007-08	2008-09
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
EXPENDITURES				
Personnel Services	\$0	\$0	\$207,000	\$214,199
Operating Expenditures	1,818,665	1,817,316	1,714,794	1,905,804
Risk Charges	202	82	183	2,049
Capital Outlay	287,971	540,954	361,982	338,929
TOTAL EXPENDITURES	\$2,106,838	\$2,358,352	\$2,283,959	\$2,460,981
STAFFING				
IT Manager	0	0	1	1
Enterprise App. Manager	0	0	1	1
TOTAL STAFFING	0	0	2	2

FY 2008-09 BUDGET HIGHLIGHTS

The Management Information Systems budget increases 7.8% over the FY 2007-08 Adopted Budget and reflects:

- Includes contract costs for ATS at \$798,500.
- An increase of \$22,800 for increased costs related to air card utilization for vehicles.
- An increase of \$104,000 for costs associated with the City's copier service contract that was previously budgeted in Building Services.
- An increase of \$175,000 for telephone services due to infrastructure's inability to convert to Voice Over Internet Protocol as planned in FY 2007-08.
- \$338,929 for equipment replacements and upgrades.

*(MANAGEMENT INFORMATION SYSTEMS CONTINUED)***STRATEGIC INITIATIVES**

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Plan for and develop a citywide data warehouse/business intelligence database with user-friendly query tools.	<input checked="" type="checkbox"/>	
Promote full utilization of current computer applications through applications support staffing and information technology training.		<input checked="" type="checkbox"/>
Continue implementation of updated HTE financial management system.		<input checked="" type="checkbox"/>
Expand utilization of mobile access to enterprise data and applications.	<input checked="" type="checkbox"/>	
Complete implementation of work management system, VoIP phones, and electronic timekeeping.		<input checked="" type="checkbox"/>

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS Division is a professional technology service function supporting improved City services through leadership in the creation, maintenance, utilization, and analysis of geographic information, and by facilitating access to that information by end users.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)				
	2005-06 <u>Actual</u>	2006-07 <u>Actual</u>	2007-08 <u>Budget</u>	2008-09 <u>Budget</u>
EXPENDITURES				
Personnel Services	\$325,833	\$337,327	\$338,788	\$360,610
Operating Expenditures	19,579	42,892	35,700	51,500
Risk Charges	5,293	2,121	5,540	4,209
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$350,705	\$382,340	\$380,028	\$416,319
STAFFING				
GIS Administrator	1	1	1	1
GIS Analyst	1	1	1	2
GIS Senior Analyst	1	1	1	1
GIS Specialist	0	0	1	1
GIS Technician	2	2	1	0
TOTAL STAFFING	5	5	5	5

FY 2008-09 BUDGET HIGHLIGHTS

The Geographic Information Systems budget increases 9.5% over the FY 2007-08 Adopted Budget and reflects:

- \$20,000 for maintaining and updating Pictometry data.
- \$3,000 for training on 3-D modeling.
- A reduction of \$7,200 for one-time costs related to the Local Update Census Address Project.

STRATEGIC INITIATIVES

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Implement an enterprise-wide service request, work order, and asset management system.		<input checked="" type="checkbox"/>

(GEOGRAPHIC INFORMATION SYSTEMS CONTINUED)

Financially Sound City Providing Excellent Services	Ongoing Initiative	FY 08-09 Initiative
Provide public access to GIS data via internet.	<input checked="" type="checkbox"/>	
Continue to maintain an accurate and up-to-date inventory of City property, structures, addresses, roads, and other physical features.	<input checked="" type="checkbox"/>	
Maintain storm drain inventory and stormwater-related GIS data for fee calculations and annual billing process.	<input checked="" type="checkbox"/>	

